

PLANNING DEPARTMENT
SIGN PERMIT
SUPPLEMENTAL APPLICATION FORM

TOWN OF HILTON HEAD ISLAND

THIS FORM MUST BE ACCOMPANIED BY A MASTER APPLICATION FORM.

Please TYPE or PRINT legibly

NOTE: A SEPARATE APPLICATION FORM IS REQUIRED FOR EACH INDIVIDUAL SIGN.

BUSINESS NAME _____ LICENSE # _____

ARCHITECTURAL REVIEW BOARD _____

TOTAL SQUARE FEET OF GROSS FLOOR AREA OF BUSINESS _____

SIGN CONTRACTOR _____ LICENSE # _____

TYPE OF SIGN (PLEASE CHECK ONLY ONE BOX FOR EACH ROW):

1. ☐ FREE STANDING ☐ FACADE
2. ☐ NEW ☐ ALTERATION ☐ TEMPORARY
3. ☐ REAL ESTATE OR PROJECT ☐ BUILDING ☐ TENANT SPACE ☐ DEVELOPMENT
4. ☐ TOTAL # OF SIGN FACES

APPLICATION REQUIREMENTS FOR **ALL** SIGNS:

- ☐ FULLY COMPLETED AND SIGNED APPLICATION FORM.
- ☐ APPLICATION FEE OF \$25 PLUS AN INSPECTION FEE OF \$25 PER SIGN FACE, MADE PAYABLE TO THE TOWN OF HILTON HEAD ISLAND.
- ☐ ACCURATE COLORED RENDERING OF THE SIGN SHOWING ALL DIMENSIONS, TYPE OF LETTERING, MATERIALS AND ACTUAL COLOR SAMPLES.
- ☐ **FOR A FREE-STANDING SIGN:** A SITE PLAN (1"=30' MIN.) SHOWING LOCATION OF SIGN IN RELATION TO BUILDING, PARKING, EXISTING SIGNS, AND PROPERTY LINES. SIGN LANDSCAPING MUST BE SHOWN OR AN INDICATION THAT NONE WILL BE PROVIDED.
FOR A FACADE SIGN: A SCALE DRAWING (1/8"=1'0" MIN.) OF THE BUILDING FACADE DEPICTING THE PROPOSED LOCATION OF THE SIGN AND ANY EXISTING SIGNS.
- ☐ NOTICE OF ACTION FROM THE DESIGN REVIEW BOARD (DRB), IF APPLICABLE.
- ☐ LOCATION, FIXTURE DESIGN, AND LAMP WATTAGE FOR ANY LIGHTING OR STATEMENT THAT SIGN WILL NOT BE ILLUMINATED.
- ☐ FOR SIGNS OVER 15 SQUARE FEET, CALCULATIONS INDICATING THAT THE SIGN IS PROPERLY DESIGNED FOR DEAD LOAD AND WIND PRESSURE IN ANY DIRECTION AS REQUIRED BY THE STANDARD BUILDING CODE.
- ☐ NOTICE OF ACTION FROM ANY ARCHITECTURAL REVIEW BOARD (ARB), IF APPLICABLE.

FOR OFFICIAL USE ONLY

DATE RECEIVED: _____

TIME: _____